



Occupational License Administrator

P.O. Box 397, Taylorsville, Kentucky 40071

Phone: 502-477-2997

Fax: 502-477-2998

INFORMATION CONCERNING THE 1% OCCUPATIONAL LICENSE FEE

Effective October 1, 2007, Spencer County Fiscal Court provides that a 1% Occupational License Fee applies to all individuals, employers and business within Spencer County. Payroll withholding taxes will be payable on a quarterly basis. The tax will be due on or before the last day of the month following the end of each quarterly period. The remaining quarters for 2007 are:

4 th Quarter	October 1 – December 31	Payment for 4 th Quarter due: January 31, 2008
-------------------------	-------------------------	---

The quarters for calendar year 2008 are as follows:

1 st Quarter	January 1 – March 31	Payment for 1 st Quarter due: April 30, 2008
-------------------------	----------------------	---

2 nd Quarter	April 1 – June 30	Payment for 2 nd Quarter due: July 31, 2008
-------------------------	-------------------	--

3 rd Quarter	July 1 – September 30	Payment for 3 rd Quarter due: October 31, 2008
-------------------------	-----------------------	---

4 th Quarter	October 1 – December 31	Payment for 4 th Quarter due: January 31, 2009
-------------------------	-------------------------	---

Net Profit taxes are due on an annual basis based on your company's fiscal year

RATE:

1. 1% of each individual's gross wages, salaries, and commissions that are earned within Spencer County before any deductions
2. 1% of the NET PROFITS of every business from activities conducted within Spencer County

EMPLOYER'S RESPONSIBILITY:

1. Complete the application for a business license and file it with the Occupational License Administrator's Office
2. Withhold a 1% license fee from gross wages, salaries, and commissions before any deductions paid to employees on income earned within Spencer County
3. File a quarterly return with the Occupational License Administrator's Office showing wages earned within Spencer County and making payment for taxes withheld to the Spencer County Treasurer.
4. File an annual return with the Occupational License Administrator's Office showing the net profit or net loss for operations within Spencer County and pay the occupational license fee to the Spencer County Treasurer.

The following are not subject to the tax:

1. Gratuities and tips customarily received by an employee from persons other than his/her employer
2. Periodic payments, commonly recognized as "old age" or "retirement pensions" made to persons retired from service after reaching a specified age or after a stated period of employment
3. Payments made to employees by an employer under a disability, sickness, or accident plan
4. Unemployment compensation payments by the Commonwealth of Kentucky or any other agency
5. Death benefits payable by the employer to the beneficiary of an employee or to his/her estate (whether payable in a single sum or otherwise)
6. Amounts received by employees under the Workmen's Compensation Act as compensation for a disability sustained during the course of employment, together with any amount of damages received by suit or agreement on account of such disability.
7. Domestic servants employed in private homes or businesses
8. Amounts paid to travelling salesman or other workers as allowance of reimbursement for travelling or other expenses incurred in the business of the employer, except to the extent of the excess of such amounts over such expenses actually incurred and accounted for by the employee to his employer
9. Any compensation received by members of the Kentucky National Guard for active duty training, unit training assemblies and annual field training.
10. Any compensation received by precinct workers for election training or work at election booths in state, Spencer County, and local primary, regular, or special elections

BUSINESS APPLICATION/LICENSE FEE:

A flat fee of \$25.00 is required to obtain a business license for Spencer County. This amount will be applied to any net profit tax owed to Spencer County. If your business owes no net profit tax or the net profit tax owed is less than \$25.00, no refund will be given.

Please make checks payable to the Spencer County Treasurer.

FORMS:

Forms will be provided by the Spencer County Occupational License Administrator's Office

A full copy of the Occupation License Fee County of Spencer Ordinance No. 5 may be obtained from the County Judge Executive's Office or the Occupational License Administrator's Office. If you have any questions, please call me at 502-477-2997.

Contact Information:

Stephannie Smith

Occupational License Administrator

Spencer County, KY

stephanniesmith@spencercountyky.gov